

Position Description

Works Officer

Band 2

Enterprise Bargaining Agreement

Works dept.

Triabunna/Swansea/Bicheno/Coles Bay

September 2025



PRIMARY OBJECTIVE

The Works Officer is part of the Works Department which is responsible for the safe, effective and efficient delivery of routine and emergency maintenance and assist with construction related to the capital works program. The Works Department maintenance spans the municipality's roads, bridges, drainage, parks, reserves, cemeteries and public facilities. The Works Officer works with the broader Works team to carry out construction and maintenance of Council's assets within the Works Department's area of responsibility across the entire municipal area as workloads dictate resource allocation.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader in location of appointment.

This position has no direct reports.

KEY ACCOUNTABILITIES/CHALLENGES

- Ensuring a continued and consistent focus on WHS and continuous improvement within the workplace.
- Building skills to work across multiple plant and equipment.
- Maintaining fitness for work when working in challenging conditions and terrain.
- May supervise standard work (short term) or provide on the job mentoring/coaching based on the employee's accreditation or experience in relation to employees of the same or lower levels.

PRIMARY RESPONSIBILITIES

The Works Officers, as per each work location requirements will, work across construction and maintenance in rural and urban settings which includes but is not limited to road networks, bridges and drainage, and/or will work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters and public furniture, boat ramps, waste transfer stations and non-household waste.

- Conduct and document pre-start assessments of plant, equipment and tools and inspect materials and other supplies before use to ensure they are fit for use as per the job specifications. Report faults or maintenance requirements to the in house fitter or Supervisor. Ensure all documentation is completed correctly for work site plant and submitted for record keeping.
- Raise improvement ideas with the completion of job in terms of technical instruction, safety or other relevant risk area (environmental, financial, reputation) with the Leading Hand or Supervisor for their consideration and decision.
- Operate plant, equipment and tools in a safe manner with respect of self and others including site set up (for example traffic management, barricading).
- Carry out jobs as per job specification assigned.
- Ensure that Council safe systems of work (policy, processes, work instructions, reporting processes) are adhered to and actively utilised on jobs. Ensure SWMS are onsite, reviewed and signed onto. If during task execution new hazards arise, modify onsite SWMS to document the new hazard/s and the controls to manage.

When working in the rural and urban settings on road networks, bridges and drainage the Officer will typically be involved in manual labour, driving vehicles/trucks, operating mobile plant and applying traffic management.

When working in the public spaces and facilities settings the Officer will typically be involved in mowing, pruning, cleaning, weed spraying/removal, basic furniture building/maintenance, and non-household waste disposal. Applying traffic management will also be required in some circumstances.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff. Participate in SWMS, Risk assessment and procedural reviews if required to have subject matter input.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.
- Maintain a positive team environment, having constructive input and listening to other opinions/feedback to achieve best outcomes.
- Act in a professional and courteous manner within the community.

- Follow directions/instructions from Lead/Supervisor. If a WHS issue is identified in executing the direction/instruction given, the Works Officer is to clearly communicate to Lead/Supervisor the issue and have input to a solution.
- Reporting immediately to Lead and/or Supervisor incidents that have occurred. Reporting of near misses to Lead and/or Supervisor before close of business the day of the near miss.
- Maintain good housekeeping of plant and GSBC assets including buildings

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

A Certificate III in Civil Construction or a Certificate III in Parks/Gardens/Horticulture and at least two years post certificate experience in the relevant field or an equivalent combination of skills, training and experience.

1. The difference between remunerating across the band is below. Being paid in the Mid to High of band assumes that the Low to Mid of Band is being deemed as fully competent and able to maintain that level of competency.

Low to Mid of Band

- Experience operating and be able to maintain regular competency:

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|------------------------|----------------------|
| Vibrating Plate/Wacker | Trench Rammer/Wacker |
| Ride-on and Push Mower | Blower |
| Brush cutter | Hedge Trimmer |
- Manual Handling
- Implement Traffic Management Plan and Control Traffic with a Stop/Slow Bat
- White Card for Construction Site Entry and Presence
- First Aid Certification
- Drivers Licence (Medium Rigid minimum) and commitment to maintaining this
- Verification Of Competency(VOC) in at least three pieces of plant:

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|------------------|-----------|
| Front-end Loader | Roller |
| Skid Steer | Excavator |
| Backhoe | |
- Basic Chainsaw Licence

Mid to High of Band

- Three years senior experience in operating at least two of the following:
 - Grader
 - Backhoe
 - Excavator
 - Dogging Certification
 - First Aid Certification
 - Development in Leadership(either formal or informal training as per training plan)
 - Development in Safety(either formal or informal training as per training plan)
 - Certification for Chemical Handling and Storage (if role requires this)
 - Fallers Chainsaw Licence
2. Experience in reading job specifications and being able to follow technical directions and ask for guidance when necessary.
 3. Evidence of identifying technical issues.
 4. Good communication and interpersonal skills including the capacity to remain calm and cooperative when working under pressure.
 5. Good computer skills including word processing, use of customised maintenance systems and regular use of the internet and email.
 6. A current Australian Full Drivers Licence